**UNIVERSITY OF HAWAI'I
MEMORANDUM OF AGREEMENT**

**KAPI'OLANI COMMUNITY COLLEGE
UNIVERSITY OF HAWAI'I-WEST O'AHU**

**BACHELOR OF APPLIED SCIENCE
CONCENTRATION IN INFORMATION TECHNOLOGY**

The purpose of this degree pathway is to facilitate a smooth transition for students entering Kapi'olani Community College or the University of Hawai'i - West O'ahu as they work towards obtaining the Bachelor of Applied Science (BAS) degree with a concentration in Information Technology (IT). This pathway is designed to produce multiple entry and exit points to flexibly serve student career and educational objectives. In particular, this Agreement will facilitate the transfer of students in the Associate in Science (AS) in Information Technology (IT) Program or the Advanced Professional Certificate in IT at Kapi'olani Community College (KAP) to the Bachelor of Applied Science with a concentration in IT at the University of Hawai'i - West O'ahu (UHWO).

As part of the Mananawai agreement between KAP and UHWO, and under the terms of this Agreement, the University of Hawai'i-West O'ahu agrees to:
- Identify a Student Services Advisor(s) at UHWO who will partner with KAP's advisor(s) to ensure timely and accurate advising information on pre-admission, admission, degree requirements, and other related advising information. [Initially Kelly Ching and Margy Ledward]
- Identify a UWHO faculty member who will serve as the faculty advisor to students in the IT concentration. [initially David Pai]
- Meet with KAP faculty and/or administration every two years, or as needed, to discuss potential and planned curricular changes.

Under the terms of this Agreement, Kapi'olani Community College agrees to:
- Identify a program counselor at KAP who will partner with UHWO advisor(s) to ensure timely and accurate advising information on pre-admission, admission, degree requirements, and other relevant advising information.[initially Lori Sakaguchi]
- Identify a KAP faculty member who will serve as the faculty advisor to students in the IT concentration and consult with UHWO's admissions personnel on an as needed basis. [initially Steve Singer]
- Meet with UHWO faculty and/or administration every two years, or as needed, to discuss potential and planned curricular changes,

- Cooperate with UHWO on dual enrollment processes to benefit the matriculation and transfer processes for IT students

This Agreement will be reviewed every two years or as necessary, in order to support the transfer, matriculation and graduation of IT students from both UH - West O'ahu and Kapi'olani Community College.

_____   _____
Gene I. Awakuni, Chancellor   Leon Richards, Chancellor

_____   _____
Linda Randall, Vice-Chancellor   Louise Pagotto, Vice-Chancellor
  for Academic Affairs   for Academic Affairs

                                                                          _____
                                                                          Frank Haas, Dean of Business,
                                                                          Legal, Culinary and Hospitality

_____   _____
David Pai, Assistant Professor   Steve Singer, Associate Professor
Business Administration   Information Technology

_____   _____
Lynn Hodgson, Professor   Rosie Harrington, Professor
Chair, Math and Natural Science   Chair, Business Education

Date of Agreement: _____

Rev: 01.14.10

Attachment I

Bachelor of Applied Science with a Concentration in Information Technology
Lower-division IT courses at KAP: 60 credits:
(Kapi'olani CC's AS degree in IT [course alpha ITS], with selected electives for the GE or BAS required at UHWO)
First Semester:
3   ICS 101: Digital Tools for the Information World or equivalent (e.g. ICS 100)
3   ITS 124: Small Business Networking
3   ITS 128: Introduction to Problem Solving
3   ITS 129: Introduction to Databases
3   BUS 120: Principles of Business
Second Semester:
3   ACC 201: Introduction to Financial Accounting
3   ITS 144: Business PC System Maintenance/Support and OS Installation
3   ITS 148: Visual Basic I
3   ITS 149AD: Database Administration I
3   ENG 100: Composition I or ESL100: Expository Writing* [UHWO FW]
Third Semester
3   Math 103: Fundamentals of College Algebra, or higher level math
     (including BUS 250, but not Math 100 or Phil 110) * [UHWO FS]
3   ITS 224: Help Desk Support Practices
3   ITS 228: Visual Basic II
3   ITS 229 AD: Database Administration II
3   ITS 227: Web Site Development
Fourth Semester
3   ECON 120: Introduction to Economics, or Econ 130 or 131 *
3   ITS 293: Information Technology Program Internship
3   Natural Science Elective*
3   HWST 107* [UHWO DH and HAP focus]
3   eBUS 101: Teamwork Fundamentals
     or SP 151: Public Speaking
     or SP 251 Principles of Effective Public Speaking
     [Note: public speaking courses satisfy UHWO DA + some may satisfy O-focus]*
60
* These 6 courses (18 credits) will satisfy a General Education or other Requirement at UHWO. HWST 107 meets both DH and HAP focus requirements.
Upper- division courses for the IT Advanced Professional Certificate at KAP: 18 credits
3   ITS 324: PC & Network Security and Safeguards
3   ITS 327: Dynamic Hyper Text Markup Language (DHTML)
3   ITS 328: Advanced Database Programming with VB.Net
3   ITS 344: Small Business Server Administration
3   ITS 347: Active Server pages -- Web Development
3   ITS 381: Topics in Information Technology
18

Bachelor of Applied Science core coursework 15 credits:
3   200-level composition course, such as Eng 200, ENG 210 or 215 *
3   an upper division ethics course, such as
         PUBA/BUSA 481 Ethics and Administration * [UHWO E-focus]
3   200-level or above statistics course, such as SSCI 210, BUSA 320, PUBA 341
         [Note: Intermediate algebra or higher pre-requisites]
3   300-level research methods course, such as SSCI 301: Methods and
         Techniques in Social Science Research [UHWO DS]
3   APSC 486 or 490 Senior Project or Senior Practicum * [UHWO WI]
15
* 9 of these 15 credits are also part of UHWO General Education or graduation
requirements. (The BAS requirement BUSA/PUBA 330 Computer Skills for
Administrators is waived for IT students.)

Upper- division courses at UHWO: 18 credits
Required:
3   ITS 410   Project Management (WI)
15 credits from the following list of restricted electives: It is recommended that the
student take at least 3 courses [9 credits] within one area of focus, depending on the
student's career plans. It is possible that a few other courses will be approved within
these focus areas in the future. Areas of focus include:

Management Information Systems: BUSA 332 Contemporary Business Issues; BUSA
345 Management Information Systems; BUSA 324: Business Law [BLAW 200 at KCC
would not be upper division, but will be acceptable for this elective requirement.]

Business: BUSA 300: Principles of Marketing, BUSA 318: Intermediate Managerial
Accounting; BUSA 321 Business Finance; BUSA 324 Business Law. [Note BUSA 318
and 321 require both ACC 201 and 202 as pre-requisites.]

Management and/or Health Care Administration: BUSA 435 Strategic Planning;
BUSA 462 Disaster Recovery & Business Continuity; PUBA 301 Health Care
Administration; PUBA 302 Health Policy, Politics and Law; PUBA 306 Principles of
Public Administration; BUSA/PUBA 480 Organizational Behavior [Psych 100 pre-
requisite]

Other Residency and Upper-division requirements at UHWO:
Students must complete at least **30** credits from UHWO to meet the residency
requirement, and at least **45** credits of upper division work (300 and 400 level courses),
in order to graduate with the BAS from UHWO.
These credits must include all General Education, Bachelor of Applied Sciences core, IT
and UHWO graduation requirements.

Summary of UHWO General Education and Graduation requirements:
[Foundations (12), Diversification (19), Focus (9), ENG 215 (3), and Writing Intensive (9). Nine of these credits are also BAS core requirements. The 18 credits of Focus and Writing Intensive courses may be selected from courses which also meet other requirements. Thus, with judicious course selection, students can complete GE and UHWO Graduation requirements in as little as 43 credits.]

Foundations

FW	3	ENG 100 Composition I [or ESL100]
FS	3	MATH 103: College Algebra or higher math
FG	6	HIST 151 & 152 or ANTH 151 & 152, or other FG options
	12	

Diversification

DB	3	any course designated Diversification Biological *
DP	3	any course designated Diversification Physical
DY	1	One science course must include a lab
DS	6	any coursework designated Diversification Social Sciences (total 6 credits required for DS: 3 credits for SSCI 301 Methods & Techniques of Social Science Research already accounted for as part of BAS core and General Education DS)
DH, DA, or DL	6	any coursework designated Diversification Humanities, Arts, or Language. The following 2 courses also meet focus requirements: HWST 107 Hawaiʻi: Center of the Pacific * SP 151 Personal and Public Speech* or SP 251 Principles of Effective Speaking *
	19	

Focus

Oral	3
Ethics	3
Hawaiian, Asian, Pacific	3
	9

*Focus courses are approved by instructor, so not all sections of a given course may fulfill the same focus requirements.
Focus courses may fulfill other requirements, such as DH, DA, DL

[6 courses, 18 credits listed above under "IT lower division at KAP" fulfill GE requirements]

Other Graduation Requirements:

ENG 215 or equivalent	3 (also part of BAS core)
Writing Intensive	9 (including required ITS 410 and APSC 486 or 490 (6))
	12

Notes: Foundations Multi-cultural global perspectives (FG) may be completed with any 6 credits from two different groups designated FGA, FGB, FGC. Diversification Humanities, Arts, or Literature may be completed with any course designated DH, DA, or DL, with two different groups represented. Students should consult with academic advisors for course selections regarding E, O and H focus.

Summary of BAS-IT requirements:

Lower-division IT requirements at KAP	**60**
[18 of which satisfy UHWO GE requirements)	
Upper-division IT requirements at KAP	**18**
Bach Applied Sciences core at UHWO	**15**
Upper-division IT & and restricted elective	
courses at UHWO:	**18**
Other General Education & Graduation at UHWO	
(31; assumes 21 credits meeting two requirements	
and 18 taken at KAP at lower division]	**10**

Total = 121

If students make efficient course selections, the program will require 121 total credits.

Attachment II

Summary of Coursework above which is utilized for Graduation, General Education and/or Focus Requirements

General Education Summary 31 credits: Recommended courses

Foundations:
Written Communication (FW):   ENG 100 Composition I
           [Note: ENG 200* or equivalent is a graduation requirement for UHWO]
Symbolic Reasoning (FS):   MATH 103 College Algebra; or
                                                 higher level math
Global & Multi-cultural Perspectives: HIST 151 and 152 World Civilizations I and II
        (cr from 2 groups: FGA, FGB, FGC)   or ANTH 151,152, Geog 102

Diversification:
Humanities, Arts, or Literature: HWST 107 Hawaiʻi: Center of the Pacific;
    (DH, DA, or DL)   SP 151 Personal and Public Speaking or
                                                          SP 251 Principles of Effective Speaking
     Social Sciences (DS):   SSCI 301 Methods and Techniques in Social Science
                                                    Research + 3 credits of any DS designated course
     Biological Sciences (DB):   any course designated DB by catalog description
     Physical Sciences (DP) and   any course designated DP by catalog description
        Science Lab (DY):   any course designated DY by catalog description

Focus Requirements:
Oral Communication (O):   approved sections of SP 151 Personal and Public
                                                 Speaking or SP 251 Principle of Effective Speaking
Ethics (E):   PUBA/BUSA 481 Ethics and Administration
Hawaiian, Asian, Pacific (H):   HWST 107 Hawaiʻi: Center of the Pacific

Writing-Intensive (WI):   Nine credits at the upper-division level,
                                              with no more than three credits from capstone
                                              (APSC 486/490).

*Note: ENG 200 or 215 should be taken at UHWO in order to help the student meet the UHWO minimum 30 credit requirement. If ENG 200 or equivalent is taken at KAP, an additional course must be taken at UHWO.

Graduation Requirement: 45 credits of upper-division coursework

Course	Title	Credits
SSCI 301	Methods and Techniques in Social Science Research	3
Statistics	PUBA 341 or BUSA 320	3

[Note SSCI 210 Applied Statistics I is a statistics option for BAS students, but students using that option may need an additional 3 credits upper division work]

Course	Title	Credits
ITS courses at 300 level from KAP		18
PUBA/BUSA 481	Ethics and Administration	3
ITS 410	Project Management (WI)	3
APSC 486/490	Senior Project/Administrative Practicum	3
12 (of 15 required) credits of restricted UHWO electives		<u>12</u>
		45

Upper-division credits: <u>45</u>

Residency Requirement: UHWO 30 credits

Course	Title	Credits
SSCI 301	Methods and Techniques in Social Science Research	3
Statistics	PUBA 341 Statistics for Decision-Making in Public Administration; or	
	BUSA 320 Statistics for Decision-Making; or	
	SSCI 210 Applied Statistics I	3
PUBA/BUSA 481	Ethics and Administration	3
APSC 486/490	Senior Project/Administrative Practicum	3
ITS 410	Project Management	3
UHWO Restricted electives at the upper-division level		<u>15</u>
		30

Attachment III:

BAS-IT	crs		Total
Lower Div IT at KAP	**60**		
ICS 101	**3**		
ITS 124	**3**		
ITS 128	**3**		
ITS 129	**3**		
Bus 120	**3**		
ACC 201	**3**		
ITS 144	**3**		
ITS 148	**3**		
ITS 149AD	**3**		
Eng 100	**3**	UHWO GE requirement (FW)	
Math 103 or other FS	**3**	UHWO GE req (FS)	
ITS 224	**3**		
ITS 228	**3**		
ITS 229 AD	**3**		
ITS 227	**3**		
Econ 120, 130, or 133	**3**	UHWO GE req (DS)	
ITS 293	**3**		
Nat Sci Elective	**3**	UHWO GE req(DB or DP)	
Arts/Hum Elective	**3**	UHWO GE req	
eBUS 101 or SP 151	**3**	SP 151,251 = UHWO GE	
			60
Upper div for APC in IT at KAP	**18**		
ITS 324	**3**		
ITS 327	**3**		
ITS 328	**3**		
ITS 344	**3**		
ITS 347	**3**		
ITS 381	**3**		
			18
BAS Core at UHWO	**15**		
Eng 210 or 215	**3**	UHWO Graduation req	
E-focus	**3**	UHWO GE req	
200+ statistics	**3**		

300+ research methods	**3**	UHWO GE req (DS)
APSC 486 or 490	**3**	UHWO Grad req., and WI
		15

GE & Graduation requirements

Foundations (FW,FS, 2 FG)	**12**	FW, FS taken at KAP = 6 left
Diversification (DB,DP,DY,2 DS)	**13**	DB or DP, DS at KAP
		DS filled by SSCI 301
Focus (O, E, HAP)	**9**	fulfilled as part of other reqs
Eng 215	**3**	in BAS Core
WI	**9**	fulfilled as part of other reqs
		10

Upper Div for IT at UHWO

ITS 410	**3**	
APSC 486 or 490	**3**	in BAS core
restricted electives	**15**	
		18

Other Requirements

Residency taken at UHWO	**30**	at least 30 credits
Upper division work	**45**	at least 45 credits
	minimum credits needed =	**121**